



## Submitting a Request for Exam Accommodation

### When to Submit a Request for Exam Accommodation

- To request a change in exam administration for examinees with special needs
- To request an interpreter for an Examinee with limited proficiency in English

### Examinee Information Needed to Submit a Request for Exam Accommodation

- Requests for Exam Accommodations must be submitted by the Class Sponsor or Instructor/Proctor, on behalf of the examinee, at least 10 business days prior to the exam date.
- Examinee name, social security number (if available), telephone/email address and description of disability that qualifies for an accommodation
- Description and documentation of disability and type of accommodation requested
- Interpreter's credentials and business card or letterhead

### Instructor/Proctor Information Needed to Submit a Request for Exam Accommodation

- Proctor name, Proctor number, Company name and address, Date of Exam, Telephone/ email address

### How to Submit a Request for Exam Accommodation

- Go to [www.ServSafe.com](http://www.ServSafe.com). Select "**Instructor Resource Center.**" Under "**Administer Classes and Exams,**" select "**Exam Admin, Info and Documents.**"
- Select "**Exam Accommodation**" to download or print the Request for Exam Accommodation.
- Complete the form then fax (866.665.9570 or 312.583.9853) or mail it to Exam Administration.
- Requests are processed within five business days of receipt.
- The Instructor/Proctor will be contacted directly via email (if provided) concerning the outcome of the request.